

# **Central Coventry Fire District**

## **Board of Directors**

**September 18, 2007 – 7:00pm**

**Central Coventry Fire Station 4**

### **Minutes**

**1. Call to Order**

**2. Roll Call**

**President: Girard Bouchard**

**Robert Crowe - John Bowen - Richard Tellier - Joe Bonn - Anna  
Mae Lapinski (7:41 pm)**

**Treasurer: Tom LaColle**

**Tax Collector – Jeanne Graemiger**

**Asst. Chief Tucker - Chief Seltzer (7:17 pm)**

**Additional People present:**

**F/f Mike Stevens, Lt. Dave Gorman, Ron Gizzarelli, Mrs. Tellier**

**VP: Michael New – Not Present**

**3. Approval of Minutes of the previous Board of Directors Meeting –  
8/21/07 & 8/28/07**

**Motion: Robert Crowe   Seconded: Richard Tellier**

**All Vote Aye**

**4. Old Business – held until Chief arrives**

**Possible Purchase of Dive Truck**

## **Administrative Assistant Position Specifications**

### **5. President's Report**

**Mr. Bouchard read three thank you letters. The first letter was from Hopkins Hill Fire District for the support during the recent loss of Firefighter Americo "Rico" Dipetrillo. The second was from Elaine Hunt praising the firefighters who were out on 8/25 collecting for MDA Boot Day. She wanted to say "Good Job". Lt. Gorman said they raised \$7,868 for MDA that day. The third was from Town of Richmond thanking us for our assistance at their recent Stump Dump fire.**

### **6. Treasurer's Report**

**As we have not had a full month in the new fiscal year there was no report.**

### **7. Tax Collector's Report**

**As we have not had a full month in the new fiscal year there was no collection report. Mrs. Graemiger reported they are working on getting the assessing done. She also had received a request for an exemption based on income. There was some discussion on how to handle it. The District Clerk will gather the information from state law and the procedures used for the last person this was granted to. The new office should be ready in a couple weeks. She is considering changing her office hours as the building closes at 4:30. The schedule she is considering is 9:00 am to 4:00 pm on Monday, Tuesday, Thursday, & Friday. She will be closed on Wednesday as she is now. They will not be able to stay till 5:00 pm as they do now.**

Mr. Bonn asked about a Drop Box on the outside of the building. Mrs. Graemiger had thought of that but was not sure about putting it outside the building. Mr. Crowe asked if the Town Hall was open later. Mrs. Hall said the Town Hall doors are locked at 4:30 pm. Mr. Gizzarelli suggested a drop box be put at the Library as they are open later. Mr. Bouchard pointed out that they are in a separate building across the street. Mrs. Graemiger asks Chief Seltzer if it was possible to put a drop box on the outside. Chief Seltzer felt that might not be safe as there is no one around in that building after 4:30pm. Also the Town does not offer an after hours drop box. As it is not our building it probably would not be wise to mount something on the building. Chief Seltzer pointed out that taxpayers can drop off payments at any of our stations and it will be put into interoffice mail which goes out once a day.

## **8. Chief's Report**

### **Administration**

1. Chief Seltzer passed out maps of the Town Hall Annex (old Flat River Middle School) to show where the new Tax Collector's Office and Fire Marshal's Office are located. He also reported that the Building Inspector's Office and the Planning office are very happy we are putting the Fire Marshal's office near them as there is a lot of new development going on.

2. Chief Seltzer has spoken with Warren West regarding the committee to look at impact fees. He is not interested in serving on

**the committee.**

**3. The Board agreed it would be a good idea to look into having an accurate map of the consolidated district drawn. Chief Seltzer will gather more information and seek bids for this.**

### **Repairs**

**1. Engine 4 will be back here in approximately 30 days. It is being returned to us on a flatbed.**

**2. Chief Seltzer is recommending purchase of a truck to be used for the dive team. The cost will be \$15,000. This cost will be offset by the sale of several vehicles. Both he and Assistant Chief Tucker have seen the truck and think it will be suitable.**

**Chief Seltzer also reported he had received information that the money from the Safer Grant has been released. We will be receiving approximately \$200,000 over several months to catch up to where we should be. Mr. LaColle added that this will replace capital funds previously expended.**

**Mr. Tellier asked how the truck recommended by the Chief compares with other trucks of the same age. Chief Seltzer said the truck is in exceptionally good shape. It will be completely serviced and there were several changes that would be done at our request that were included in the price. Mr. Crowe asked how long it will last and if we have a place to put it. The Chief thinks it will last approximately 10**

**years and it will be housed at Station 3.**

**Mr. Crowe also asked about the recent injuries to firefighters lifting stretchers and if having the Engine respond with the Rescue was helping to reduce them. Chief Seltzer responded that the practice of sending the Engine with the rescue had significantly reduced these types of injuries.**

**Chief's Report accepted as presented.**

**Motion: Robert Crowe   Seconded: John Bowen**

**All Vote Aye**

**Motion made to authorize Chief Seltzer to expend \$15,000 to purchase the truck.**

**Motion: Joe Bonn   Seconded: Robert Crowe**

**All Vote Aye**

## **9. New Business**

### **Ballot Process for Election of Directors**

**Mr. Bouchard suggested one ballot each person votes for three candidates and the top three vote getters are elected. Mr. Crowe asked if people would be able to obtain a mail ballot. Mr. Bouchard does not believe there are any provisions in the charter for mail ballots. The question was asked who would collect and count the ballots. Chief Seltzer said at previous elections tellers who were neither a firefighter nor board member would be appointed to collect and count the ballots with the supervision of the District Clerk. If a person makes a mistake on their ballot before they are collected they**

can get a new ballot. If a ballot is collected with more than three names selected it will not be counted. The question was asked if candidates would be allowed to speak. All agreed that would be a good idea. Each candidate will be offered the opportunity to speak.

**Motion: Joe Bonn   Seconded: Robert Crowe**

**All Vote Aye**

**Mr. Gizzarelli thanked the Board for allowing members of the public to speak during the meeting.**

**Press Release Regarding the Budget**

**Chief Seltzer provided copies of his proposed press release. Board Members will provide comments to the Chief and he will provide the final version to the President.**

**Fire Marshal Position Specifications**

**Mr. Bouchard seeks to convene an Executive Session pursuant to RIGL 42-46-5 (a)(2) as any specifications on the Fire Marshall's position will require and MOA with Local 3372.**

**Motion to Convene Executive Session – 7:54 pm**

**Motion: Girard Bouchard   Seconded: Robert Crowe**

**Roll Call Vote - All Vote Aye**

**Motion to Reconvene Open Session – 8:27 pm**

**Motion: Anna Mae Lapinski   Seconded: Richard Tellier**

**Roll Call Vote - All Vote Aye**

**Mr. Tellier makes a motion to accept the Fire Marshall's qualifications as amended.**

**Motion: Richard Tellier    Seconded: Anna Mae Lapinski**

**All Vote Aye**

**Mr. Bouchard and Lt. Gorman initial copies of the qualifications.**

**10. Seek to Convene an Executive Session pursuant to RIGL 42-46-5 (a)(1)**

**Personnel – Clerk**

**Motion to Convene Executive Session – 8:29 pm**

**Motion: Girard Bouchard    Seconded: Robert Crowe**

**Roll Call Vote - All Vote Aye**

**Mrs. Hall is invited into the session after some discussion is held.**

**Motion to Reconvene Open Session – 8:54 pm**

**Motion: Anna Mae Lapinski    Seconded: Richard Tellier**

**Roll Call Vote - All Vote Aye**

**Motion made to seal the minutes of the executive session.**

**Motion: Anna Mae Lapinski    Seconded: Richard Tellier**

**All Vote Aye**

**Mr. Bouchard asks to go back to Old Business as the agenda item for the Administrative Assistant Position Specifications was not covered.**

**Chief Seltzer heard back from the pension Board in regards to putting the Administrative Assistant into the pension plan. The pension board said that they could not allow the Administrative Assistant into the firefighter's pension and as the Town of Coventry does not have any municipal employees plan there is no plan to put the Administrative Assistant into. The Board will have to come up**

**with an alternative such as an IRA or some other plan.**

## **11. Introduction of new business to be considered at the next Board Meeting**

**Mr. Bouchard reluctantly brought up the issue of Call Personnel and asked Chief Seltzer to compile some information on the participation of the call personnel.**

**Mr. Bouchard also thanked Mr. Bowen for his service on the Board as he chose not to run for re-election to the Board. Mr. Bowen said it has been pleasure to work with everyone.**

## **12. Adjournment – 9:02 pm**

**Motion: Anna Mae Lapinski   Seconded: Joe Bonn**

**All Vote Aye**